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Reports - 1
July - Dec

Chief, Management Staff

16 October 1959

Chief, Records Management Staff

Weekly Report for Week Ending 14 October 1959

1. Contributions

a. Tangible

- (1) Nine offices transferred 730 cu. ft. of inactive records to the Records Center.
- (2) Completed eight new and five revised forms.
- (3) Obsolete two forms.
- (4) Filing system completed in SR/IEP. Improved system increased working and filing space and released two card cases to stock.
- (5) Destroyed 1 1/2 cu. ft. of obsolete OBI Vital Materials.

2. Assignments - Active

a. Forms

- (1) Eight new and thirteen revised forms.
- (2) Teletype Dissemination Information Reports and Systems.
- (3) Revision of Dispatch Forms
Case returned to us [redacted]
- (4) Improved Management of Stocked Forms.
- (5) New Building Project
All major Records Management aspects have been completed.
- (6) Expediting Printing of Information Reports
- (7) Courier Receipt and Log Record and Agency Multi-purpose Envelope.
- (8) Improvement of Quality of Information Reports.

After testing carbon backed paper in Thermofax machines, we agreed with Chief, FE Division that [redacted] FE stations must be sent Information Report

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Form sets containing carbon interleaved copies to replace the carbon backed sets they now use. Requested Logistics to take necessary action.

b. Shelf Filing

- (1) Office of Personnel.
- (2) Contact Division
- (3) Office of Security
- (4) Office of Training

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- (6) Office of Communications/TIT Staff
- (7) OIA/Map Library

c. Filing Systems

- (1) DM/DD/P - See 1a(5)
- (2) Watch Office
- (3) General Counsel

General Counsel's office has withdrawn request for assistance with mailing list for New Building Cornerstone Laying Ceremony. After list started they found procedures were not as complex as originally thought. Project closed.

d. Records Control Schedule

- (1) Executive Registry
Revised schedule has been referred to the ARO for review.
- (2) FI Staff

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- (4) OCT

Physical inventory of the Support Staff records was done.

e. Special Projects

- (1) Revision and Reorder of Overnight Storage Boxes
- (2) DD/P Support Records

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- (3) Predecessor Agency Records
- (4) Entrance-on-Duty and Refresher Training Workshop in Filing
- (5) Physical Consolidation of Vital Materials and Records Center.

[REDACTED]

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- (7) Transfer of Certain Captured German Documents from State Department and National Archives to CIA
- (8) Records of President's Advisory Committee on Political Refugees.
- (9) Records Management Survey of OL/RECD -(new)

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[REDACTED] was assigned to do a records management survey in the Office of the Chief, Real Estate and Construction Division, Office of Logistics. Purpose of the survey is to determine adequacy of information being acquired on Agency Real Estate holdings and to assist with implementing better records management practices.

3. How

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- a. [REDACTED] presented the "A Workshop" on Records Disposition to the Records Management Staff.

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- b. Briefed [REDACTED] new ARO for OER, on the Records Management Program.
- c. The CS Records Committee has agreed to allow the Records Center to service all CS Records.

[REDACTED]

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